

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058(B)  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 232-8779

**TO:** All Political Subdivisions

**FROM:** Courtney Schaafsma, Budget Director *CS*

**RE:** Submitting Form 3 and Form 4 and Uploading Proof of Publication in Gateway

**DATE:** August 29, 2012

The purpose of this memo is to clarify the process of submitting Form 3: Notice to Taxpayers ("Form 3"); Form 4: Ordinance or Resolution for Appropriations and Tax Rate ("Form 4"); and uploading the proof of publication and other necessary documentation to the Indiana Gateway for Government Units ("Gateway").

## **Submitting the Form 3: Notice to Taxpayers through Gateway**

The Form 3 is a template that unit officials use to submit their budget and tax information to their local newspaper(s) for advertising. A copy of Form 3 must be submitted to the Department of Local Government Finance ("Department"). A unit submits that form to the Department through Gateway. This template should be completed in Gateway, signed by the official with budget submission rights, marked as "Ready to Submit," and submitted in Gateway around the time the form is sent to the newspaper(s). Once the form has been completed, signed by the budget submitter, and marked as "Ready to Submit," the Form 3 can be downloaded as a PDF or Excel file, or printed. While the Department does not rely on the submitted Form 3 in Gateway for budget review purposes, the public hearing and adoption meeting information contained in this form is placed on the Gateway public access website at <http://gateway.ifionline.org>.

For school corporations, the Gateway version of the Form 3 is only one of three parts that needs to be advertised. The Bus Replacement and Capital Project Fund ("CPF") components of the Form 3 are available as Excel templates. A link to these templates is available in Gateway on the Form 3: Notice to Taxpayers. While all parts need to be advertised, only the Gateway version of the Form 3 template needs to be submitted in Gateway so the Department can access a unit's public hearing and adoption meeting information.

## **Uploading the Proof of Publication, Signed Form 4, and Other Budget Documentation**

In addition to submitting the Form 3 in Gateway, all units need to scan and upload proof that all parts of their Form 3 advertisements were run correctly. The signed copy of Form 4 will also need to be scanned and uploaded to Gateway. The Department will no longer accept these

documents in other formats, such as email, fax, or U.S. mail. For assistance with scanning a document, a number of public library facilities across the state have volunteered to serve as Gateway Help Centers. A full list of these help centers can be accessed at [http://www.in.gov/dlgf/files/2012\\_DLGF\\_Gateway\\_Help\\_Centers.pdf](http://www.in.gov/dlgf/files/2012_DLGF_Gateway_Help_Centers.pdf).

### **Contact Information**

Questions concerning this memo should be sent to [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov). Other questions regarding the budget process may be directed to Budget Director Courtney Schaafsma at [cschaafsma@dlgf.in.gov](mailto:cschaafsma@dlgf.in.gov) or 317-234-3937.